



## TAHOE REGIONAL PLANNING AGENCY

JOB TITLE:	Aquatic Invasive Species (AIS) Projects Coordinator
FLSA STATUS:	Non-Exempt
REPORTS TO:	Aquatic Resources Program Manager
DIRECT REPORTS:	None
HIRING RANGE:	Assistant Planner: \$53,248 - \$76,789; or Associate Planner: \$61,830 - \$89,165
CONTRACT TERM:	36-month contract which may be extended depending on funding availability and program needs.

### THE TAHOE REGIONAL PLANNING AGENCY

The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation’s first and oldest bi-state regional environmental authority, a one of a kind organization -- not purely federal, state, or local, but a unique hybrid organization -- and a vital avenue working at the crossroad of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

The Bi-State Agency is charged with regional planning, development and redevelopment oversight, implementation of environmental protections, and restoration programs for the Region. TRPA has both planning authority and the land use regulatory authority to back up, implement, and enforce regional-scale plans. Agency executives, managers, and employees are responsible to lead programs that weave together science, policy, public and private financial investment, and collaborative partnerships as foundations critical to Lake Tahoe’s long-term preservation. Agency staff functions at the complex intersection of environmental protection, land use planning, and real estate development in a highly sensitive environment.

TRPA collaboratively leads the Lake Tahoe Aquatic Invasive Species (AIS) program guided by the Lake Tahoe Region Aquatic Invasive Species Management Plan (2014). The plan articulates three goals of the Lake Tahoe AIS Program:

- Prevent new introductions of AIS to the Region.
- Limit the spread of existing AIS populations in the Region by employing strategies that minimize threats to native species and extirpate existing AIS populations when possible.
- Abate harmful ecological, economic, social, and public health impacts resulting from AIS.

Lake Tahoe’s nationally recognized watercraft inspection program prevents the introduction of new AIS and has a multi-partner control program to treat existing populations of invasive weeds, Asian clams, and warmwater fish. The program also has a robust science and monitoring component to explore new techniques to control AIS and rapidly respond to new populations caused by spread. To learn more about the Lake Tahoe AIS program go to <https://www.trpa.gov/programs/environmental-improvement-program/invasive-species/>

### **ESSENTIAL FUNCTIONS OF THE AIS PROJECTS COORDINATOR**

TRPA is seeking qualified applicants for a full-time contract position as an AIS Projects Coordinator. This position will be responsible for coordinating, planning, implementing and tracking AIS projects that will help keep new invaders from entering Lake Tahoe and reach the ambitious goal of bringing all existing AIS populations to maintenance level or localized eradication within 10 years. This position entails all aspects of project management from start to finish to implement projects that require multiple agencies and have high stakeholder and public interest.

TRPA is interested in finding qualified applicants that can focus on one or more of the following priority needs for the AIS Program:

- Increasing the pool of qualified practitioners that can implement AIS projects in the Lake Tahoe region by creating awareness and releasing requests for qualifications and availability to a wide net of potential contractors.
- Increasing the pace and scale of AIS control projects
- Implementing and/or overseeing systematic monitoring and research for the AIS program through relationships with the science community and technical experts.

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### **ROLES AND RESPONSIBILITIES OF THE AIS PROJECTS COORDINATOR**

- Work with TRPA AIS program staff and agency partners to identify priority AIS projects.
- Identify and coordinate public entities, private partners and interested stakeholders necessary for project implementation.
- Create coordinated project workplans that identify timelines, resource needs, anticipated outcomes, performance measures, and necessary permitting needs.
- Convene partners and facilitate collaborative meetings to implement project work plans
- Prepare permit applications.
- Identify funding needs, prepare project budgets, and seek funding as needed through grant opportunities, federal, state, and local government agencies, foundations and private partners.
- Prepare Requests for Proposals for contract work, oversee contractors, and oversee the administration of contracts.
- Prepare progress reports and compile information for invoicing.
- Identify and oversee research and monitoring needs for projects and serve as a liaison with Lake Tahoe science partners.
- Participate in the AIS Coordinating Committee to collaborate and coordinate on all aspects of the AIS Program.
- Investigate innovative approaches for AIS prevention and control.
- Prepare and conduct informational presentations for TRPA Governing Board, partners and stakeholders.

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### **AIS PROJECTS COORDINATOR REQUIREMENTS/DESIRED QUALIFICATIONS**

- Applicants must possess a bachelor's degree in a natural resources field, public administration, environmental planning, environmental conflict resolution or closely related field (required)
- Two to four years' recent, relevant experience (required)
- Past experience in project management (Project Management Training is a plus)
- Understanding of AIS, including associated environmental impacts and strategies to control and manage AIS, especially in the Western Region of the United States
- Experience in developing and managing project budgets and reports
- Experience in conducting or overseeing natural resource research and monitoring
- Direct experience in contract and financial management
- Ability to work effectively with a variety of community stakeholder groups
- Experience in cross-agency and community partnership building

- Excellent interpersonal communication and problem-solving skills
  - Meeting facilitation skills (Training in conflict resolution and/or meeting facilitation is a plus)
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#### TRPA CORE COMPETENCIES

- Self Development
  - Critical Thinking and Continuous Improvement
  - Fosters Collaborative Relationships and Teamwork
  - Initiative and Results Focus
  - Communication
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#### WORKING CONDITIONS

- Office work environment and equipment and field work (approximately 75% office and 25% field work)
  - Field work (working near lakeshore, or creeks, walking on uneven surfaces and in inclement weather)
  - Bending, Stooping, Carrying, Sitting for long periods
  - Lifting of up to 40 pounds
  - Using office equipment, computer, telephone, etc.
  - Using monitoring equipment
  - Off-site meetings; may make occasional visits to various development projects
  - Driving (must have current Driver's License)
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#### AGENCY BENEFITS

The TRPA has a generous benefit package and includes the following:

- 27 days of Paid Time Off (PTO) per year for personal time off, with step increases up to 35 days after sixteen years of employment
  - 13 days of paid holidays annually
  - Retirement Program, the Agency has three Retirement Plans:
    - Money Purchase Plan. In lieu of Social Security, the Agency contributes a dollar amount equal to 8% of the employee's annual salary toward retirement. This plan has immediate participation and 100% vesting.
    - Supplemental Plan. The Agency contributes approximately 5.54% of the employee's annual salary toward retirement.
    - 457(b) Deferred Compensation Retirement Plan (Voluntary). Employees can contribute up to the maximum allowed by the IRS.
  - Group Health Insurance. The Agency contributes 100% of employee only coverage (and subsidized dependent coverage) for our Medical (PPO, HSA), Dental, and Vision Care Plans
  - Employer Paid Life Insurance and Short-Term Disability Insurance
  - Long-Term Disability Insurance (Voluntary)
  - Medical and Dependent Care Flexible Spending Accounts (Voluntary)
  - Flexible work schedules
  - Transit / commuter passes
  - Dog friendly office, bring your dog to work!
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#### APPLICATION PROCESS

- Please visit our website at <https://www.trpa.gov/contact/employment/> to read more about our Agency and to complete an employment application through our *Career Center*. Within the *Career Center* site, select the "Apply for Job" link. Please attach a **resume** of your qualifications, and **cover letter** describing your interest in the position **in one document** when you are completing the application.
- RECRUITMENT COMMUNICATION: Human Resources may contact you at various stages of the recruitment process if you meet the qualifications for the position. This contact will be via email or phone only. Please make sure your email address and phone number are accurate.

- We do not accept walk-in or hand delivered application materials nor applicant calls regarding open, pending, or closed positions.

TRPA is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All employment is decided on the basis of qualifications, merit, and business need.